



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	2-4-16	Interviewer:	Mohammed Cato	RFA #16 – 03
Name of Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.): [REDACTED]				
Status of Person(s) Interviewed (title, position, student status, etc.): Student [REDACTED]				
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED]				
[REDACTED]				

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
x Gender Identity or Expression				

Time Line		
Date	Item	Comments
2-4-16	[REDACTED] submits a Bias Reporting Form to the EO Office via email	[REDACTED] alleges in their report that [REDACTED] attitude and response to [REDACTED] questions during a phone call about receiving elevator access to bathrooms raised issues of discrimination against individuals with disabilities. [REDACTED] also alleges that [REDACTED] was exhibiting transphobic behavior.
2-5-16	MC emails [REDACTED]	On Friday, 2/5/16, MC confirms that EO received [REDACTED] Bias Incident Report and says that EO will begin looking into the matter next week.
2-9-16	MC emails [REDACTED]	MC emails [REDACTED] to schedule a time that they can speak on the phone. MC has some follow-up questions to ask [REDACTED] about the report
2-9-16	A responds to MC's email	A indicates that their schedule is open on Thursday (before 11am or from 1pm to 3pm)
2-10-16	MC calls [REDACTED]	MC explains the difference between handling a concern informally vs. a formal discrimination complaint investigation. [REDACTED] indicates that they want EO to handle their Bias Report informally but also clarifies with MC that they can submit a formal discrimination complaint later on. MC confirms that [REDACTED] can submit a

		formal complaint but that EO would still need to determine whether EO should investigate the matter based upon the facts and circumstances involved in the allegations/case. [] indicated several desired outcomes: 1) a more formal process on how to respond in similarly-situated circumstances, with collaboration; 2) transparency in terms of how these matters are dealt with (accountability) and 3) a copy of the phone call with [] .
2-16-16	MC leaves [] [] an email and voicemail for [] to contact MC	[] calls MC back and schedules a meeting for 2-17-16
2-17-16	MC meets with []	[] acknowledges that he spoke to [] about access to the elevators in Artzen Hall. According to [] expressed concerns that the only bathrooms available were on the basement level and that there may be guests in attendance that could not access the bathrooms unless they had elevator access (the elevators were shutdown at 8pm). [] indicated that he told [] that he could help out and that [] could call [] if someone needed access to the elevators and that he would send someone to Artzen. [] told [] that this process would take 5min but that he wouldn't leave anyone [] there. At this point, [] says that [] became persistent that [] solve the problem and kept asking questions as to why [] couldn't be more helpful. [] felt that [] was becoming hostile and [] says that he informed [] that it was ultimately their responsibility as the program coordinators to make sure that accommodations were adequate for attendees. [] denied ever making the following statement: "...if someone can't crawl down those stairs then that's their special need and they should give us a call." At some point, [] hung up on []. [] did admit that he referred to [] as maam several times throughout the conversation and that [] asked him to refer to them as []. At the time, [] thought [] was offended because his use of the term maam made [] feel "old". [] did not understand that [] request was about their identity and not an age concern. [] indicated that he would have apologized and refrained from the use of the term maam if he realized this was [] concern. [] also disclosed that elevator access closes at certain times, depending on the building location.
2-23-16	MC emails [] and lets [] know that he is out of the office until 2- 29-16 but will follow-up upon his return.	
2-29-16	MC talks to []	[] indicated that he didn't hear much of the phone conversation between [] and [] but that [] talked about the conversation afterwards. According to [] indicated that it felt as if [] was blaming [] for not knowing that access to the elevators would be restricted. Specifically [] said that [] said that he would do a favor for [] but that [] should have handled this beforehand. [] also confirmed that [] alleged that [] made a comment that amounted to saying that [] could call [] to open the elevators if individuals would need to crawl downstairs to get access to the restrooms [] denied this allegation when MC and [] individually followed up with him). A also mentioned frustration with [] use of pronouns and that [] mis-gendered them.

		<p>[REDACTED] went to the [REDACTED] on the night of the incident to speak to [REDACTED]. [REDACTED] admitted that he used the term "maam" and shared that he did not understand that referring to [REDACTED] as maam was mis-gendering [REDACTED] else he would have apologized and refrained from using the term. [REDACTED] told [REDACTED] that [REDACTED] was becoming more and more hostile with him and kept asking more questions when [REDACTED] made it clear that he would not station an [REDACTED] to remain at Artzen in case someone needed to use the elevator to get access to the restrooms. [REDACTED] said that he ultimately told [REDACTED] that the organizers were responsible for making sure that reasonable accommodations were made for guests but that he would be willing to do a favor and make sure that an [REDACTED] was available to unlock the elevator each time someone called the station.</p> <p>MC asked [REDACTED] whether or not event organizers were responsible for ensuring that guests had access to facilities and [REDACTED] answered in the affirmative. [REDACTED] indicated that he would make sure that students and staff checked the rooms and reserved rooms in advance to ensure that guests had adequate access to facilities, including bathrooms.</p>
3-2-16	[REDACTED] emails MC and indicates they would like to follow up about the bias incident report, in addition to some other issues	[REDACTED] calls MC. MC explains that he talked to [REDACTED] and [REDACTED] about the incident. MC also explains that [REDACTED] confirmed that it is the responsibility of the programmers to ensure that venues have proper facilities and that guests have access to those facilities. MC informs [REDACTED] that [REDACTED] plans on providing instruction to programmers about checking and reserving rooms and making sure facilities are properly accessible. MC also shared that access to elevators close at different times in individual buildings so it's important to check the venue before selection. In regards to [REDACTED] concerns about their interaction with [REDACTED] MC explains that since [REDACTED] denied using inappropriate language towards individuals with disabilities and there was no one else to corroborate such claims, there wasn't enough evidence to prove that such comments were made. In addition, MC explained to [REDACTED] that [REDACTED] claimed that his use of the term "maam" was not an intent on [REDACTED] part to deny [REDACTED] identity but that [REDACTED] explained that [REDACTED] commonly use pronouns such as sir or maam when talking to [REDACTED] to be polite and respectful. MC shared that [REDACTED] apologized for his confusion and that [REDACTED] attended a training on 2-19-16 with MC that focused on trauma informed training as well as the importance of using preferred pronouns, especially with individuals that identify themselves as part of the LGBTQ community. The training was conducted by Kristin Tucker of The Northwest Network of bi, trans, lesbian and gay survivors of abuse.